

CBDNet Submission Instructions

I. Preliminary Requirements

- A. Regardless of the method used to submit CBD notices, the success of the entire CBD submission, publication, and billing process is dependent upon the use of a valid CBD billing address code (CBAC). All current CBD advertisers have a previously assigned CBAC. Any contracting offices wishing to publish in the CBD for the first time must call GPO's Accounts Receivable Section and request a CBAC. This office also handles any billing questions and can be reached Monday through Thursday from 7:30 a.m. - 5:00 p.m. EST at:

Toll Free 1-800 567-8476
Local 202-512-2083

B. Obtaining a Password

**Passwords are required only for CBD notice submissions via the WWW and direct email submissions to GPO.*

1. Current CBD Contracting Offices: If you have already been assigned a CBAC, call GPO's Accounts Receivable Section, Monday through Thursday between 7:30 a.m. and 5:00 p.m. EST (1-800-567-8476) to obtain your password. You will be asked to specify your official office address for CBD notices. This is a permanent street address for your office, and cannot be altered each time you submit another notice.
2. Prospective CBD Contracting Offices: If you have not been assigned a CBAC, call GPO's Accounts Receivable Section, Monday through Thursday between 7:30 a.m. and 5:00 p.m. EST (1-800-567-8476) to obtain both your CBAC and your password. You are required to provide your office address and billing address, if the two are different.

II. Specific Instructions for each Submission Method

A. Submitting Interactively on GPO's CBD WWW Site

1. To submit notices via the WWW point to the following URL:

<http://cbdnet.access.gpo.gov>

2. The charge for each notice submitted via the WWW is \$5.00.
3. Submissions via the WWW received at GPO by 4 p.m. will be given priority consideration, within production constraints, for inclusion in the printed CBD.
4. Submission Procedure
 - a. Select the link "Enter a Notice" on the CBD CBAC/Password web page (<http://cbdnet.access.gpo.gov/password.html>) This page will, for security purposes, prompt you to type in your CBAC number and the password assigned by the GPO Accounts Receivable Office in the appropriate boxes. (PLEASE NOTE: This is case sensitive.) In addition, you will be asked to choose a

submission type from a pull-down menu (Presolicitation Notice, Award Notice, Modification to a Previous Presolicitation Notice, Sources Sought Notice, Foreign Government Standard, Special Notice, or Sale of Surplus Property).

b. After your CBAC and password are accepted, and a submission type is selected, a data entry screen for you notice type will appear. Complete all fields and click on the “submit” button. You must complete all required fields in order for your submission to be accepted.

NOTE: The following fields cannot be entered in all capital letters: Point of Contact, Office Address, Description, and Awardee.

**Please note the number that is assigned to your web submission for reference purposes.*

5. If an error is detected in the data submitted, GPO will return it with “***error***” added to the field where the error occurred.

B. Submitting via Commercial Email Online Service Providers

1. Submit notices directly to your service provider.
2. GPO’s charge for each notice submitted via email is \$5.00.
3. Submissions via email received at GPO by 4 p.m. will be given priority consideration, within production constraints, for inclusion in the printed CBD.
4. Instructions for formatting submissions will be provided by your email service provider.
5. If an error is detected in the data submitted, GPO will return it (to the service provider) with “***error***” added to the field where the error occurred.

C. Submitting via Internet Email (directly to GPO)

1. If you wish to submit notices via email, send the notice in ASCII text format with the text of the notice embedded in the email message. (Do NOT send notices as attachments.) To submit notices via email directly to GPO use the following email address:

cbd-submit@gpo.gov

2. GPO’s charge to agencies for each notice submitted via email is \$5.00.
3. Submissions via email received at GPO by 4 p.m. will be given priority consideration, within production constraints, for inclusion in the printed CBD.

4. Follow the tagging scheme for the appropriate submission type (Presolicitation Notice, Award Notice, Modification to a Previous Presolicitation Notice, Sources Sought Notice, Foreign Government Standard, Special Notice, or Sale of Surplus Property) as shown in Attachments A-G. These examples show the maximum number of fields allowed for each type of request (all required and optional fields). *Note: Messages that contain lines over 900 characters long will be rejected.*

NOTE: The following fields cannot be entered in all capital letters: Point of Contact, Office Address, Description, and Awardee. A list and description of each field is included as the last Attachment.

**Multiple submissions may be sent in one email message as long as the required tagging scheme is followed and each notice is complete.*

5. If an error is detected in the data submitted, GPO will return it with “***error***” added to the field where the error occurred.

D. Submitting in Manuscript Form

1. To submit notices in manuscript form to GPO send to:

**Commerce Business Daily
U.S. Government Printing Office
P.O. Box 77880
Washington, DC 20013-8880**

2. The charge for each notice submitted in manuscript form is \$18.00.

3. Manuscript submissions will appear in the printed CBD within 48 hours following receipt by GPO. Any excess copy will appear in the next consecutive CBD issue.

4. The format of manuscript submissions should follow the tagging scheme shown in Attachments A-G. Fields are defined in the last Attachment.

E. Submitting via File Transfer Protocol (FTP)

1. To submit notices via FTP, send the notice(s)* as an ASCII text file to the following address:

cbdnet.access.gpo.gov

Login: cbdputin

Password: SoftTouch (case is important)

**(Multiple submissions may be sent in one file transfer as long as the required tagging scheme is followed and each notice type is complete.)*

2. Each submission should be preceded with a line that contains the email address of the submitter, or the address that the confirmation or error message should be returned to. The syntax should appear as follows:

From: johndoe@usa.gov

(Only one space can be placed between the "From:" and the email address.)

3. Naming the file. The file name should be your CBAC number followed by the number of the submission for that day. For instance if it is the first submission of the day the file name would be CBAC.1, then the second of the day would be CBAC.2, etc.

4. The charge for submitting notices via FTP is \$5.00 per notice.

**Note: The SoftTouch password should not be confused with the password assigned to each CBAC. The assigned password should still be used within the file after the <PASSWORD> tag.*

5. Follow the tagging scheme for the appropriate submission type (Presolicitation Notice, Award Notice, Modification to a Previous Presolicitation Notice, Sources Sought Notice, Foreign Government Standard, Special Notice, or Sale of Surplus Property) as shown in Attachments A-G. These examples show the maximum number of fields allowed for each type of request (all required and optional fields).

6. If an error is detected in the data submitted, GPO will return it with "****error****" added to the field where the error occurred.

The *GPO Access* User Support Team will be available to answer any questions and are available via:

- Telephone: 1-888-293-6498, M-F from 7 a.m.- 5 p.m., except for Federal holidays.
- FAX: 202-512-1262
- E-Mail: cbd-support@gpo.gov